STATE OF HAWAII STATE PROCUREMENT OFFICE

REQUEST FOR REVIEW SERVICES FOR INVITATION FOR BIDS AND REQUEST FOR PROPOSALS GOODS AND SERVICES

10: Administrator, State Procurement Office (SPO)	
FDOM:	
FROM:(Department/Division/Agency)	
(Department/Division/Agency)	
Questions or assistance in completing this form may be directed	to the SPO at (808) 586-0555. The SPO forms and the
Hawaii Administrative Rules on the public procurement code are	
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In submitting this form, the department:	
 Requests SPO <u>review</u> services for the attached procurement 	
 Understands that if procurement services are needed for the issuance of Invitation for Bids or Requests for 	
Proposals, SPO Form-18 is to be submitted.	
Attached is the document for review.	
Proposed method of source selection: Competitive sealed bids [Invitation for Bids (IFB); reference subchapter 5, chapter 3-122, HAR]; or	
☐ Competitive sealed bids [invitation for Bids (IFB), reference subchapter 3, chapter 3-122, HAR], or ☐ Competitive sealed proposals [Request for Proposals (RFP); reference subchapter 6, chapter 3-122, HAR].	
Department requests review services to be completed by:*	
*Allow 21 calendar days for review.	
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Provide the following information on the agency personne	Lassianed to work with SPO purchasing specialist
Provide the following information on the agency personne	i assigned to work with SFO purchasing specialist.
Name:	
Telephone number:	FAX number:
E-mail address	
Signature of Department Head	Data
Signature of Department Head	Date
FOR SPO USE ONLY:	
Administrator's Comments:	
☐ SPO is unable to provide the review service requested.	
☐ SPO will provide the review services requested under the following conditions, if listed:	
Purchasing Specialist assigned to this request	
	Email:
Name: Telephone number:	FAX:
	Administrator
	Administrator
	State Procurement Office